

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
Fort Jackson, South Carolina 29207-7035

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Training
STAFF AND FACULTY DEVELOPMENT TRAINING

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*This regulation supersedes USASSC Regulation 350-24, 13 September 1990.

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CHAPTER 1

GENERAL

1-1. PURPOSE. This regulation establishes training requirements, attendance procedures, and institutional responsibilities for the conduct and administration of the Staff and Faculty Development courses offered by the Directorate of Training Support, Staff and Faculty Development element.

1-2. APPLICABILITY. This regulation applies to all personnel who provide training under the auspices of the United States Army Soldier Support Institute (USASSI). Except as otherwise specified, the term "school" as used in this regulation will apply to the NCO Academy (NCOA) as well as schools of United States Army Soldier Support Institute (USASSI). The term "school commandant" will apply to the NCOA commandant and the USASSI school commandants.

1-3. SCOPE. This regulation describes the training courses offered by the Staff and Faculty Development element of the Directorate of Training Support to include mandatory attendance and enrollment procedures.

1-4. DEFINITIONS.

a. Additional Skill Identifier (ASI). The identification of specific skills required to perform in a given duty position and not related to any particular specialty. The ASI relative to this regulation applies to officers only (for example, "5K" means instructor and "7Q" means training developer).

b. Criterion Test. A test designed to measure a specific learning objective and matches the learning objective in its stated actions, conditions and standards. Criteria stated in the objective establishes standards for acceptable performance on the test.

c. DD form 1556 - "Request, Authorization, Agreement, Certification of Training and Reimbursement." This form documents the nomination of civilian trainees and completion of training. It becomes a part of the permanent employment record of participants in training programs.

d. Instructional Module. A self-contained unit of instruction that: (1) provides students with information needed to master the learning objective and (2) requires students to interact actively with the instructional materials. An instructional module serves as one component of a total curriculum.

e. Instructional technology. The total planning process necessary to deliver whatever needed instruction, including all instructional media and materials.

f. Performance-based course. Course content informs students of what they must do, under what conditions, and to what standards to successfully complete all course requirements.

g. Senior Training Managers Course. A one-week resident course, managed by TRADOC, that provides officers assigned to TRADOC Senior Training Management positions the key essential skills necessary to solve training problems in the schoolhouse.

h. Small Group Leader. An instructor who facilitates/teaches in a small group with the following objectives: (1) to facilitate or teach as appropriate the course content, (2) to teach team building techniques and leadership, (3) to serve as coach, mentor, and role model for the students.

i. Special Qualification Identifier (SQI). A single alphabetic or numeric character that denotes a special qualification held by a person or required by a position (for example, "H" means instructor and "2" means training developer for enlisted personnel; "8" means instructor and "6" means training developer for warrant officers).

j. Systems Approach to Training. A process for effectively determining what, where, when, and how tasks should be taught. It consists of five interrelated phases: Evaluation, Analysis, Design, Development, and Implementation.

k. Team Leader. An instructor who facilitates/teaches in a small group with the following objectives: (1) to facilitate or teach as appropriate the course content, (2) to teach team building techniques and leadership, (3) to serve as coach, mentor, and role model for the students.

l. Training Developer Middle Managers Course. A one-week resident course, managed by the Training and Doctrine Command of the Army, that trains personnel to occupy key positions in the training management field.

1-5. RESPONSIBILITIES

a. The Director, Training Support (DOTS).

(1) Provides guidance to the Staff and Faculty element of the DOTS.

(2) Approves/disapproves requests for waivers for course attendance.

b. The DOTS Staff and Faculty Development element.

(1) Conducts staff and faculty training courses and workshops.

(2) Designs, develops, prepares, validates, and revises Programs of Instruction, materials and lesson plans for staff and faculty training courses and workshops.

(3) Prescribes approved techniques in instructional and classroom management.

(4) Publishes and distributes schedules of staff and faculty training courses and workshops.

(5) Assigns enrollment spaces for staff and faculty training courses and workshops.

(6) Notifies the appropriate school or directorate of enrollment dates for personnel scheduled to attend staff and faculty training courses and workshops.

(7) Registers personnel in staff and faculty training courses and workshops.

(8) Forwards requests for waivers for course attendance to the Director, Training Support.

(9) Maintains student files of all personnel enrolled in staff and faculty training courses and workshops.

(10) Provides consultant services on the Training Development Process, local policies, and instructional technology to all graduates of staff and faculty training courses and workshops and school commandants.

(11) Completes item 36 of DD form 1556 for civilians who have completed staff and faculty training courses or workshops.

CHAPTER 2

STAFF AND FACULTY DEVELOPMENT TRAINING COURSE (SFDTC)

2-1. GENERAL. The SFDTC consists of a series of instructional modules and corresponding criterion tests designed to teach students how to analyze, design, develop, implement, and evaluate training, using the Training Development Process. The course is performance-based. During the first part of the course, students design and develop training materials for selected tasks in the area of their subject matter expertise. The second part of the course provides the student teaching experience. As a final performance examination, each student prepares and presents a 45-minute lesson, which a DOTS staff member and the student's supervisor evaluate.

2-2. ATTENDANCE. Attendance is mandatory for all personnel assigned or attached to USASSI who are directly employed in any phase of design, development, presentation, or evaluation of training. These individuals must complete the SFDTC before performing their duties. Other personnel may attend on a space-available basis. (See Middle Manager's Course, Chapter 5, which provides basic management knowledge of the Training Development Process for supervisors who are not instructors.)

2-3. PREREQUISITES. None.

2-4. WAIVER POLICY. Due to the emerging technologies of today's training environment, waivers will be considered only at the request of the Director, Training Support, for those who have:

a. Successfully completed the SFDTC at USASSI or USASSC at Fort Benjamin Harrison, IN within the past five years.

b. Successfully completed an equivalent course conducted by a Staff and Faculty Development element at another TRADOC facility within the past five years and have been teaching or developing continuously since course completion.

c. Successfully completed the Senior Training Managers' Course (see Chapter 9).

d. Successfully completed an equivalent course conducted by another branch of the armed services within the past 5 years and have been teaching or developing continuously since course completion.

2-5. ENROLLMENT.

a. All personnel required to attend the SFDTC must enroll as soon as possible after in-processing into USASSI and before performing related duties.

b. DOTS Staff and Faculty Development element accepts enrollment in writing or on the telephone up to four months before actual enrollment date.

c. DOTS Staff and Faculty Development element assigns enrollment spaces for each iteration of the SFDTC on a first-come, first-served basis. Agencies outside of USASSI may obtain spaces upon written request and space available. Classroom size and instructor/student ratio determine the number of personnel assigned to each iteration. If DOTS has filled all spaces in a particular class, the individual will receive a space in the next available class.

d. Attendance in the assigned class is mandatory.

2-6. STANDARDS OF STUDENT PERFORMANCE. Students must complete all module requirements to the standards stated to include the final performance examination. On the basis of these two requirements, the Director, DOTS (or Director's designee) will classify students as QUALIFIED or NOT QUALIFIED. QUALIFIED students will receive a certificate of completion. Students classified as NOT QUALIFIED will fall into one of the following categories:

a. Reexamination. This category is for the student who fails to meet the minimum standards of the final performance examination. The student must continue to rehearse under department and DOTS supervision until he or she is ready for reexamination. This rehearsal will include repeating the required practice presentations that serve as practice exercises for the final presentation. Reexamination will take place NLT 90 days after the last day of the student's original SFDTC iteration. A student may take only one reexamination, unless the Director of DOTS grants a waiver to allow for a second reexamination. If, after reexamination, the student still fails to meet the minimum standards, the Director, DOTS will recommend reassignment to duties that are not instructional.

b. Recycle. This category is for the student who fails to complete all module requirements of the SFDTC. The student reenrolls in the SFDTC at the earliest possible time, NLT than 90 days after the last day of the student's original SFDTC iteration. If the student again fails to qualify, the Director, DOTS, will recommend reassignment to duties that are not instructional.

c. No Reexamination or Recycle. This category is for the student who fails to meet module requirements and/or standards for the final performance examination and, in addition, lacks potential to be an instructor or developer. The Director, DOTS, will recommend reassignment to duties that are other than instructional.

NOTE: Personnel attending SFDTC who are not assigned to USASSI may or may not fall into one of the above categories. The Director, DOTS, will determine the status of these individuals on an individual basis.

2-7. RESPONSIBILITIES.

a. Director, Training Support.

(1) Approves or disapproves requests for waiver of the SFDTTC and forwards them to Staff and Faculty Development element of DOTS.

(2) Receives notification from the DOTS Staff and Faculty Development element of those students who do not graduate from the SFDTTC.

(3) Reviews student comment sheets.

(4) Provides guidance to the DOTS Staff and Faculty Development element on conduct and content of SFDTTC.

(5) Assists the DOTS Staff and Faculty element in enforcing attendance policies and performance standards of SFDTTC.

b. DOTS Staff and Faculty Development element.

(1) Conducts the SFDTTC.

(2) Develops and revises course materials as necessary.

(3) Processes enrollment requests.

(4) Submits requests for waivers of the SFDTTC to the Director, Training Support, for approval or disapproval.

(5) Initiates student file for each individual who receives a waiver, but does not issue that individual a certificate of completion.

(6) Returns disapproved waiver requests to the originator.

(7) Submits requests for award of instructor/developer Additional Skill Identifier (ASI) or Special Qualification Identifier (SQI) to the Personnel Service Center for graduates of the SFDTTC.

(8) Prepares certificates of training for each successful graduate of SFDTTC.

(9) Notifies schools and directorates of those individuals who have not attended SFDTTC.

(10) Informs Director, Training Support, of any student who does not graduate from SFDTTC.

(11) Initiates and maintains a student file on each individual enrolled in the SFDTC. The file contains a data sheet on the student, the student's final performance test evaluation sheets, a copy of the student's course completion certificate, results of waiver requests, and a copy of orders awarding ASI/SQI.

(12) Maintains a file on each iteration of SFDTC; each file contains a roster and comment sheets.

(13) Submits student comment sheets to the Director, Training Support.

c. Schools and directorates.

(1) Request enrollment spaces from DOTS Staff and Faculty element in the first SFDTC iteration available for all in-processing personnel required to attend. These requests can be in writing, by telephone, or in person. Requests must include:

- (a) Name (Last, First, and Middle Initial).
- (b) Rank.
- (c) School or directorate.
- (d) Point of contact.
- (e) Telephone number.

(2) Submit written requests for waiver of attendance at the SFDTC to DOTS Staff and Faculty Development element. The request must include:

- (a) Name.
- (b) Rank or Grade.
- (c) SSN.
- (d) Justification for the waiver.

(e) Copies of certificates of completion and other documents verifying previous training or experience.

(3) Notify individual of enrollment date, time, and location of the SFDTC.

(4) Provide individual with task and resource materials sufficient to develop and conduct a 45-minute class presentation.

(5) Insure that students are excused from duty, details, and all other organizational activities while enrolled in SFDTC.

(6) Notify the TSB S-1 to exempt students from duty and details while enrolled in DOTS Staff and Faculty Development Training Courses (or SFDTC). Notification must be made two weeks prior to date of course.

(7) Insure that individual's supervisor or authorized representative is present to evaluate individual's final performance examination.

(8) Insure that supervisors of SFDTC graduates provide continuing guidance and assistance in subject matter and instructional techniques and maintain a follow-up evaluation program to ensure continuous improvement.

d. TSB S-1 will ensure that students are excused from duty, details, and all other organizational activities while enrolled in DOTS Staff and Faculty Development training courses or workshops.

CHAPTER 3

SMALL GROUP INSTRUCTOR TRAINING COURSE (SGITC)

3-1. GENERAL. The SGITC teaches instructors principles of group process, group dynamics, and team building. Instructors learn to facilitate small group instruction, build teams, and effectively apply experiential learning concepts when using small group instruction. Specific topics include effective communications, consensus, stages of group development, intervention strategies, dysfunctional behaviors, feedback, perceptions, and small group instruction methods.

3-2. ATTENDANCE.

a. All personnel who teach using the small group method or who develop training materials for small group instruction must attend SGITC as soon as possible after completing the SFDTTC and before assuming small group instruction/developer duties.

b. Personnel who teach block(s) using traditional methods within courses primarily taught by small group methods should attend SGITC.

c. All personnel who develop small group instructional materials must attend SGITC as soon as possible after completing the SFDTTC and before assuming duties developing small group instructional materials.

d. Other interested personnel may attend on a space-available basis.

3-3. PREREQUISITES. Individuals must be SFDTTC graduates to be eligible for enrollment in SGITC.

3-4. WAIVER POLICY. DOTS allows no waivers for SGITC.

3-5. ENROLLMENT.

a. DOTS Staff and Faculty Development element accepts enrollment in writing, over the telephone, or in person.

b. USASSI potential team leaders and small group leaders receive priority in enrollment. DOTS Staff and Faculty Development element accepts students from other organizations as space available permits on a first-come, first-served basis.

3-6. STANDARDS OF STUDENT PERFORMANCE. Students must attend all sessions and complete all assignments to graduate from SGITC.

3-7. RESPONSIBILITIES.

a. Director, Training Support.

(1) Assists DOTS Staff and Faculty Development element in enforcing attendance policies for SGITC.

(2) Reviews student comment sheets.

b. DOTS Staff and Faculty Development element.

(1) Conducts the SGITC.

(2) Develops and revises course materials when necessary.

(3) Processes enrollment requests.

(4) Prepares certificates of training for each successful graduate of SGITC.

(5) Coordinates with supervisors of small group instructors to arrange enrollment of eligible personnel.

(6) Initiates and maintains a student file on each individual enrolled in SGITC. The file contains student data sheet, and a copy of the student's course completion certificate.

(7) Maintains a file on each iteration of SGITC. The file contains a class roster and student comment sheets.

(8) Submits student comment sheets to the Director, Training Support.

c. Schools and directorates.

(1) Request enrollment spaces from DOTS Staff and Faculty Development element in the first SGITC iteration available for all their eligible personnel. These requests can be in writing, by telephone, or in person. Requests must include:

(a) Name (Last, First, and Middle Initial).

(b) Rank.

(c) School or directorate.

(d) Point of contact.

(e) Telephone number.

(2) Notify individuals of enrollment date, time, and location of SGITC.

(3) Insure that individuals attend all sessions of SGITC.

(4) Insure that SGITC graduates who will become team leaders and small group leaders continue their training by observing and assisting experienced team leaders and small group leaders before assuming their duties.

CHAPTER 4

INSTRUCTOR EVALUATION WORKSHOP (IEW)

4-1. GENERAL. The IEW introduces participants to SSI Regulation 672-X, Instructor Awards. Participants learn how to complete the Instructor Evaluation Form (FBH Form 36-0-47, May 86) to evaluate instructors and instruction. DOTS stresses the use of evaluation and special awards to promote quality of training. The IEW is offered upon request when DOTS staff are available to conduct the training.

4-2. ATTENDANCE.

a. Any person in USASSI who evaluates training is encouraged to attend the IEW before performing the first evaluation.

b. All SFDTC graduates are encouraged to attend the IEW one year after SFDTC graduation as sustainment training.

c. Other interested personnel may attend on a space-available basis.

4-3. PREREQUISITES: Individuals must be graduates of the SFDTC or the MMC, or have received a waiver as outlined in para 2-4.

4-4. WAIVER POLICY. Not applicable.

4-5. ENROLLMENT. DOTS Staff and Faculty element accepts enrollment over the telephone, in writing, or in person on a first-come, first-served basis.

4-6. STANDARDS OF PERFORMANCE: Participants must be present for the entire workshop and complete all practice exercises.

4-7. RESPONSIBILITIES:

a. Director, Training Support.

(1) Provides guidance on workshop content.

(2) Reviews student comment sheets.

b. DOTS Staff and Faculty Development element.

(1) Conducts the IEW.

(2) Develops and revises workshop materials as necessary.

(3) Prepares certificates of training for each graduate of the IEW.

(4) Initiates and maintains a student file on each individual who completes the IEW. The file contains the student data sheet and a copy of the student's course completion certificate.

(5) Maintains a file on each IEW. The file contains a class roster and student comment sheets.

(6) Submits student comment sheets to Director, Training Support.

c. Schools and directorates.

(1) Request enrollment spaces from DOTS for eligible personnel. These requests can be in writing, by telephone, or in person. Requests must include:

(a) Name (Last, First, and Middle Initial)

(b) Rank.

(c) School or directorate.

(d) Point of contact.

(e) Telephone number.

(2) Notify individuals of enrollment date, time, and locations of IEW.

CHAPTER 5

MIDDLE MANAGERS COURSE (MMC)

5-1. GENERAL. The Middle Managers Course provides basic knowledge and experience in managing the flow of the products and processes of the Training Development Process. The course covers the management of instruction to include budgeting, planning, training development, and evaluation. It shows the interface among all offices involved in the various aspects of training.

5-2. ATTENDANCE. Course directors, division chiefs, branch chiefs, and department heads within USASSI, to include DOTS, must attend the course as soon as possible after assuming their duties.

5-3. PREREQUISITES. None.

5-4. WAIVER POLICY. None.

5-5. ENROLLMENT. DOTS Staff and Faculty element accepts enrollment over the telephone, in writing, or in person.

5-6. STANDARDS OF PERFORMANCE. Students must attend all sessions of the course to receive a certificate of training.

5-7. RESPONSIBILITIES.

a. Director, Training Support.

(1) Provides guest instructors from the various elements of DOTS to present classes within their areas of expertise.

(2) Provides guidance to DOTS Staff and Faculty Development element on content and conduct of the course.

(3) Reviews comment sheets.

b. DOTS Staff and Faculty Development element.

(1) Conducts the Middle Managers Course.

(2) Processes enrollment requests.

(3) Coordinates guest instructors' classes.

(4) Prepares certificate of training for each successful graduate of the MMC.

(5) Initiates and maintains a student file for each graduate. Each file contains a copy of the training certificate and student data sheet.

(6) Maintains a file on each iteration of the MMC.

(7) Submits student comment sheets to Director, Training Support.

c. Schools and directorates.

(1) Request enrollment spaces from DOTS Staff and Faculty Development element in the first MMC iteration available for all their eligible personnel. These requests can be in writing, by telephone, or in person. Requests must include:

(a) Name, (Last, First, and Middle Initial).

(b) Rank.

(c) School or directorate.

(d) Point of contact.

(e) Telephone number.

(2) Notify individuals of enrollment date, time, and location of MMC.

(3) Insure that individuals attend all sessions of the MMC.

CHAPTER 6

LEADERSHIP ASSESSMENT
AND DEVELOPMENT PROGRAM TRAINING COURSE (LADPTC)

6-1. GENERAL. At the date of publication of this regulation TRADOC is revising the requirements for this training program. Upon receipt of these requirements, USASSI will publish a change to this regulation.

6-2. ATTENDANCE. All USASSI personnel who perform leadership assessments or serve as Small Group Leaders or Team Leaders are encouraged to attend this course prior to performing any assessments.

6-3. PREREQUISITES. None.

6-4. WAIVER POLICY. Not applicable.

6-5. ENROLLMENT. DOTS Staff and Faculty Development element accepts enrollment over the telephone, in writing, or in person.

6-6. STANDARDS OF PERFORMANCE. Students must complete all practice exercises and attend all sessions to receive a certificate of training.

6-7. RESPONSIBILITIES.

a. Director, Training Support.

(1) Provides personnel to assist the DOTS Staff and Faculty Development element in conducting the training.

(2) Provides guidance to DOTS Staff and Faculty Development element on content and conduct of the LADPTC.

(3) Reviews student comment sheets.

b. DOTS Staff and Faculty Development element.

(1) Conducts the LADPTC.

(2) Develops and revises course materials when necessary.

(3) Processes all enrollment requests.

(4) Prepares certificates of training for each successful graduate of the LADPTC.

(5) Initiates and maintains a student file on each individual enrolled in the LADPTC. The file contains a data sheet on each student and a copy of the student's course completion certificate.

- (6) Maintains a file on each iteration of the LADPTC.
- (7) Submits student comment sheets to Director, Training Support.

c. Schools and directorates.

(1) Request enrollment spaces from DOTS Staff and Faculty Development element by telephone, in writing, or in person for all eligible personnel. Requests must include:

- (a) Name, (Last, First, and Middle Initial).
- (b) Rank or Grade.
- (c) School or directorate.
- (d) Point of contact.
- (e) Telephone number.

(2) Notify individuals of enrollment date, time, and location of LADPTC.

(3) Insure that individuals attend all class sessions.

CHAPTER 7

TRAINING DEVELOPMENT PROCESS COURSE

(TO BE DEVELOPED)

7-1. GENERAL. The Training Development Process Course teaches the five phases of the Training Development Process: Evaluation, Analysis, Design, Development, and Implementation. It provides the skills and knowledge necessary to analyze and develop a training program and instructional materials. The course emphasizes meeting the audit trail requirements as specified in TRADOC Reg 350-XX. Student completes instructional modules, practice exercises, and criterion tests on each phase of the Training Development Process.

7-2. ATTENDANCE.

a. All USASSI personnel who are responsible for analysis, design, and development of training and training materials must attend the first available Training Development Process Course after being assigned these responsibilities.

b. All USASSI personnel who supervise the process of analysis, design and development of training and training materials should attend.

7-3. PREREQUISITES. None. However, DOTS encourages completion of the SFDTC prior to enrollment in the Training Development Process Course.

7-4. WAIVER POLICY. Upon written request of the School Commandant or Directorate Chief, the Director, DOTS may waive the requirement to attend the Training Development Process Course if an individual has completed the Training Developer Middle Managers Course.

7-5. ENROLLMENT. DOTS Staff and Faculty Development element accepts enrollment in writing, by telephone, or in person.

7-6. STANDARDS OF PERFORMANCE. Students must complete practice exercises and criterion tests for all modules. Students receive an evaluation of "competent" or "not yet competent" for each module; they will receive a certificate of training when they achieve an evaluation of "competent" for each module.

7-7. RESPONSIBILITIES.

a. Director, Training Support.

(1) Provides guidance to DOTS Staff and Faculty element on content and conduct of the Training Development Process Course.

(2) Approves or disapproves waivers to attend the Training Development Process Course based on the criterion in para 7-4.

(3) Reviews student comment sheets.

b. DOTS Staff and Faculty Development element.

(1) Conducts the Training Development Process Course.

(2) Processes all enrollment requests.

(3) Develops and revises course materials as necessary.

(4) Initiates student file for each individual who receives a waiver, but does not issue that individual a certificate of completion.

(5) Returns approved and disapproved waiver requests to originator.

(6) Submits award for ASI.

(7) Notifies schools and directorates of those individuals who have not attended the course.

(8) Informs Director, Training Support, of any student who does not graduate from Training Development Process Course.

(9) Maintains a file on each iteration of the Training Development Process Course.

(10) Submits student comment sheets to Director, Training Support.

(11) Initiates and maintains a file for each graduate. Each file contains a copy of the training certificate and student data sheet.

c. Schools and directorates.

(1) Submit a written request for waiver of attendance at the Training Development Process Course to the Director, DOTS. The request must include:

(a) Name, (Last, First, and Middle Initial).

(b) Rank or Grade.

(c) SSN

(d) Justification for the waiver.

(e) Copy of certificate from the Training Developer Middle Managers Course.

(2) Request enrollment spaces from DOTS Staff and Faculty Development element by telephone, in writing, or in person for all eligible personnel as soon as possible after they assume their duties. Requests must include:

(a) Name, (Last, First, and Middle Initial).

(b) Rank or Grade.

(c) School or directorate

(d) Point of contact.

(e) Telephone number.

(3) Notify individuals of enrollment date, time, and location of Training Development Process Course.

(4) Insure that individuals attend all class sessions.

CHAPTER 8

TRAINING REQUIREMENTS ANALYSIS SYSTEM (TRAS) WORKSHOP

8-1. GENERAL. The workshop gives participants a detailed description of TRAS and trains them to produce TRAS documents: Individual Training Plans (ITP), Course Administrative Data (CAD), and Programs of Instruction (POI).

8-2. ATTENDANCE. The following individuals must attend this workshop:

a. Those people who are responsible for submitting any of the following documents: Course Administrative Data; Program of Instruction; or Individual Training Plan.

b. Anyone who must work on page changes to POI and ITP or any course data changes, (e.g., course length, instructor contact hours, etc).

c. New personnel who will be responsible for these TRAS documents in the future.

8-3. PREREQUISITES: None.

8-4. WAIVER POLICY: None.

8-5. ENROLLMENT. DOTS accepts enrollments over the telephone, in writing, or in person.

8-6. STANDARDS OF PERFORMANCE. Students must complete a TRAS document.

8-7. RESPONSIBILITIES.

a. Director, Training Support.

(1) Provides personnel to conduct the workshop.

(2) Provides guidance to DOTS Staff and Faculty element on content and conduct of the TRAS Workshop.

b. DOTS Staff and Faculty Development element.

(1) Coordinates with other DOTS personnel to schedule the workshop to coincide with product due-dates specified in the Training Development Work Planner.

(2) Processes all enrollment requests.

(3) Prepares certificates of training for each successful graduate of the TRAS Workshop.

(4) Notifies schools and directorates of those individuals who should attend the workshop.

(5) Informs Director, Training Support, of any student who does not graduate from the TRAS Workshop.

(6) Maintains a file on each iteration of the TRAS Workshop.

(7) Initiates and maintains a student file for each graduate. Each file contains a copy of the training certificate and student data sheet.

(8) Develops and revises course materials as necessary.

c. Schools and directorates.

(1) Request enrollment spaces from DOTS by telephone or in writing for all eligible personnel as soon as possible after they assume their duties. Requests must include:

(a) Name, (Last, First, and Middle Initial).

(b) Rank or Grade.

(c) School or directorate.

(d) Point of contact.

(e) Telephone number.

(2) Notify individuals of enrollment date, time, and location of TRAS Workshop.

CHAPTER 9

U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC) PROGRAMS

9-1. GENERAL. At the date of publication of this regulation TRADOC is developing common core training packages for use by TRADOC Staff and Faculty Development elements. Programs include:

- a. Evaluation Training.
- b. Training Analyst Training.
- c. Designer/Developer Training.

c. When information about these programs and courses is available, USASSI will publish a change to this regulation.

9-2. SENIOR TRAINING MANAGERS' COURSE

a. The course is one week duration conducted at the Staff Training Center, Fort Monroe, VA.

b. The course is an overview of how TRADOC runs in terms of mission and organization. The focus is on management skills in terms of training, product and process, development activities, and the integration of training and doctrine efforts with the combat, force, and material developers. Participants study the management of integration and standardization systems from the prospective of the senior training manager. They are the Concept Based Requirements System; Planning, Programming, Budgeting, and Execution System; Training Development Process; Training Requirements Analysis System; Army Training Requirements and Resourcing System, and Life Cycle Systems Management Model. The Training Development Process is addressed at the managerial level and targets training programs, products, and process. The course is taught with a series of practical exercises using Small Group Instruction.

c. To attend the individual must be an Active or Reserve Component officer, LTC-BG, or civilian, GS/GM14-SES, assigned to or on orders to a position requiring senior management expertise in directing TRADOC training departments and school house directorates. Course Director may waive prerequisites on a case by case basis.

d. DOTS Staff and Faculty Development element has enrollment information and schedules for this course.

9-3. TRAINING DEVELOPER MIDDLE MANAGERS' COURSE

a. The course is one week duration conducted at the Staff Training Center, Fort Monroe, VA.

b. The course is an overview of how TRADOC runs in terms of mission and organization. The focus is on management skills in terms of training, product and process, development activities, and the integration of training and doctrine efforts with the combat, force, and material developers. Participants study the management of integration and standardization systems from the prospective of the senior training manager. They are the Concept Based Requirements System; Planning, Programming, Budgeting, and Execution System; Training Development Process; Training Requirements Analysis System; Army Training Requirements and Resourcing System, and Life Cycle Systems Management Model. The Training Development Process is addressed at the managerial level and targets training programs, products, and process. The course is taught with a series of practical exercises using Small Group Instruction.

c. To attend the individual must be an Active or Reserve Component commissioned officer, CPT-LTC, warrant officer (WO2 and above, NCO (SFC and above, or civilian, GS09 and above (1710/1712/1750 series only). Must have completed Training Development Process course. Course Director may waive prerequisites on a case by case basis.

d. DOTS Staff and Faculty Development element has enrollment information and schedules for this course.

The proponent of this regulation is the Directorate of Training Support. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to DOTS, ATTN: ATSG-TSI.

FOR THE COMMANDER:

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